STAYING PUT GUIDANCE NOTES

These notes have been provided to help you fill out your application form as effectively as possible. They tell you how to fill in the form and the information you will have to provide to increase your chances of being asked for an interview. You should read them thoroughly before you fill in the application form.

GENERAL

- Read all the enclosed information before completing the form.
- Ask yourself why you are interested in the job. Would it be a job that you would enjoy and find satisfying?
- Do a rough draft first to help you to avoid mistakes or repeating yourself. This also gives you the opportunity to ensure that your form is well organised.
- The application form must be completed by the applicant using black ink. However the Skills and Knowledge section and any additional pages can be typed or word-processed if you prefer.
- Applications will be accepted only on the enclosed form.
- Ensure that your responses relate to the attributes listed in the Personnel Specification.
- Offers of employment will be made subject to satisfactory references and police/CRB checks.
- CVs will not be considered.
- Late applications will not be considered.
- All candidates, whether known to Staying Put or not, will be short-listed solely on the information given in the application form.
- You will be considered for interview only if you meet all the essential criteria listed.

Questions 1 – 5

- The first two pages of your application form will be removed and will not be used by the short-listing panel.
- Information is being requested both as part of the application form as well as on a separate form. This is part of our commitment to monitor for Equal Opportunity purposes.
- The information that we have requested is to allow us to meet any special requirements that you may need for interview if you are shortlisted.

Question 2 – References

- If you are in employment, one of your referees must be your current employer.
- If you are unemployed, one of your referees must be your last employer.
- If you have never been in paid employment one of your referees must be a person who has been responsible for you as a helper or volunteer.
- If you are self employed you should name someone who is to comment on your suitability for the post.
- You may wish to advise people that they could be required to provide a reference.
- References will be sought prior to interview if you indicate that this is acceptable.

Question 6 - Education and Qualifications

- The Personnel Specification tells you which qualifications are essential and desirable.
- Please list relevant qualifications in date order beginning with your secondary education.

Question 7 – Non-Qualification Training Courses/Development

- Use this section to tell us about all relevant training courses that you have undertaken, including practical, in-house and special training courses. Include evening classes and adult education.
Questions 10 and 11 – Current and Previous Employment

• Write out your employment history. Provide details of the duties and responsibilities of the job, particularly when they are relevant to this post.
• Check that the dates are correct and make sure that they are in the right order.

Question 12 – Unpaid / Voluntary Work

• The skills and experience set out in the Personnel Specification do not necessarily have to be gained through paid work experience. It is therefore important that you tell us about any other experience relevant to the job.

Question 15 – Skills and Knowledge

• This is one of the most important parts of the application form and should be planned carefully.
• Read and thoroughly analyse the Job Description and Personnel Specification.
• Use this section to tell us how you meet the Personnel Specification. Have you got the necessary skills, knowledge and experience?
• The selection panel will use the information on your application form to decide if you should be invited for interview. You should provide details in relation to both the essential and desirable criteria as both are used to shortlist. However, if the Personnel Specification says an essential skill, quality or experience will be identified from the application form you must say in this section how you meet the requirement.
• **It is not enough to state that you meet the criteria; you should explain how you met the criteria giving examples where possible.**
• It is essential that you provide evidence/explanations on how you meet each criteria. If you don’t supply evidence to support these, the selection panel may not shortlist you. Please do not assume because you have told us about a job, that we are aware of your skills and knowledge.
• You might find it useful to organise your information under the headings given in the Personnel Specification.
• Do not repeat all the details of your employment and education history.
• Write in a concise, well-organised and positive way (e.g. use active words like ‘I wrote’ or ‘I organised’). Specify what you have done rather than the work of your organisation or department.

_You may also find it useful to:_
• Keep a copy of your application form.
• Keep a copy of the Job Description and Personnel Specification.
• Keep a note of the closing date and the date of interview.

SHORT-LISTING

• If you are not short-listed you may contact the person detailed on the enclosed covering letter to find out why.

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**PLEASE RETURN YOUR COMPLETED APPLICATION FORM TO:**
**Staying Put**
**PO BOX 449**
**Bradford**
**BD1 2XB**